

**Minutes of Board Workshop  
ISD 877 Board of Education  
Buffalo-Hanover-Montrose Schools**

Monday, August 12, 2019  
Board Room, 214 1st Avenue NE, Buffalo  
4:30 PM

Present: Sue Lee, Dave Wilson, Laurie Raymond, Ken Ogden  
Absent: Melissa Brings, Bob Sansevere

1. 2019-20 Handbooks Review

A. BHS, Nick Guida, BHS Assistant Principal

Revisions include new date and newly adopted daily schedule. Other revisions include; every student must use a locker, Academic Excellence Awards event will acknowledge only juniors and seniors, senior privileges removed due to change of daily schedule, new cell phone expectations stating that cell phone use is only allowed before and after school and during passing times, increased activity fees and reference to Lake Conference.

Discussion: locker searches – suggest change language from “reasonable suspicion” to “at any time”. Students may access the handbook online or may request a paper copy. Would like to ensure that parents read the handbook. New cell phone use procedures will be communicated with parents at open house and with student class meetings and all staff are/will be informed.

B. PLC, Nick Guida, BHS Assistant Principal

Revisions similar as applicable to BHS handbook.

C. BCMS, Matt Lubben, BCMS Principal and Katie Gohl, BCMS Asst. Principal

Dates and meal prices have been updated. Cell phone change was made last year and have received good feedback. Handbook is included in all student binders.

Discussion: procedure regarding cell phone use is provided to all staff.

D. Community Education, Kim Carlson, Director of Community Education

1. ECFE – Pyramid Model information is included. School closings will also be provide through Community Ed Facebook.

2. Volunteer – no changes. Handbook is posted on the website.

E. Special Education, Amy Ernst, Director of Special Education

1. ECSE – revamped the layout for ease of printing. Many revisions and deletions due to redundancy.

2. PRIDE – updated the year and meal prices and descriptions.

2. Directors End-of-Year Reports

A. Community Education, Kim Carlson, Director

- Goal 1 Budget – Overall budget is operating in the black.
- Goal 2 Targeted Services – summer programming showing academic growth with 25% in math and 18% in reading made significant gains.
- Goal 3 Increase participation in ECFE and SR Preschool programs – new marketing and outreach strategies being used. Have seen slight increases. Discussion regarding offering a 5-day week preschool program and transportation.
- Goal 4 joint goal with SPED for professional development plan for social emotional development in children ages 2-5.

B. Teaching & Learning, Pam Miller, Director

- Goal 1 College and Career Readiness (ccr 135) – Goal will continue for 2019-20

C. Special Education, Amy Ernst, Director

- Goal 1 Program Development – increasing opportunities to explore student strengths and passions and pathways for students to succeed in a college or career setting.

D. Technology, Mat Nelson, Director

- Goal 1 Integration Improvement Plan - unify K-5 technology skills so students enter middle school at the same level.
- Goal 2 Infrastructure – 98% of staff indicated that they believe their internet connect speed is adequate or fast.
- Goal 3 Support Team – 96% gave a score from 8-10 for quality of service.
- Goal 4 Information Services – 9% of staff reported they felt they had adequate skills to use Infinite Campus. Food Service point of sale was through Infinite Campus this past year.

E. Communications, Laura Lindquist, Coordinator

Goal 1 Marketing of the district to attract and retain students. New website was launched June 19, 2019. The Arts Magnet, Quest, and PRIDE brochures have yet to be completed.

F. Finance and Operations, Gary Kawlewski, Director

- Goal 1 Food Service participation – breakfast was increased by 3% goal and lunch was maintained. Working on the atmosphere and menu at the high school.

- Goal 2 Buildings and Grounds – work load equity. BCMS, HES and MESI reviewed last year. Rearranged some runs for balance.

G. Human Resources, Evan Ronken, Director

- Goals shared with Finance and Operations
  - Goal 1 Cross Training – FMLA area was focus this past year.
  - Goal 2 Paper timesheets – move for custodians took place this summer.
  - Goal 3 Delete Paper absence forms for elementary, ECSE and district-wide teachers. Include Middle school and SPED this fall and then BHS winter/spring.
  - Goal 4 Wellness Coordinator – have seen improvement in participation and will start earlier this year.
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- Goal 1 – TRA, PERA and contract retiree information – meetings took place and were well received. New employees also receive information.

3. 403b Plan Restatement, Evan Ronken, Director of Human Resources and Gary Kawlewski, Director of Finance and Operations  
Use EBC as their third-party administrator. Restatement of plan lays out who is responsible for the various components of the plan.  
Discussion: helpful on the PERA side to inform employees of catch up opportunity.
4. 2019-20 Board Report Calendar, Scott Thielman, Superintendent  
Calendar of agenda items for board meetings and workshops.
5. Committee Reports  
KO – Insurance Committee (not moving to PEIP this year)  
SL – WTC  
LR – MSBA Summer Seminar
6. Other

Adjourned at 6:30 p.m.

Aug 20  
11 – DW, LR, SL  
2:30 - KO  
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